

Collaborative/Extended Planning Meeting Agenda


Team Members: Julie Weaver, Alex Birdwell, Andi Wang, Kayla Casillas, Jacye Jamar, Corinne Dias, Joan Patrick

Norms: [Team Norms](#)

Meeting Date: 1/25/21 **Time:** 12:55-1:45

Place: Birdwell Room **Type:** Team Collaborative Planning

Meeting Tasks

Time Limit	Task	Objective	Resources	Results
2 minutes	<u>Review Norms</u>		Norms	Understanding
20 Minutes	<p><u>Skill Focus/Data Review</u></p> <p>What do we want students to learn? (Standard)</p> <p>How will we know they learned it? (assessments)</p> <p>What if they did not learn it? (intervention)</p> <p>What if they already know it? (extension)</p>	Unpack standards and develop answers for PLC questions 1-4	<p>Unit 4 Math Big Picture Plan</p> <p>1_U4_UnderstandPlaceValue_UnitPlan_21-22</p> <p> 1/31-2/4 Grad...</p>	Plan for 4 PLC questions for week 1/31-2/4
20 minutes	<u>Planning</u>	Use UBD and curriculum resources to plan for Math week 1/31-2/4 using 4 PLC questions		Plan out the week of 1/31-2/4
3 Minute	<u>Reflection on Focus</u>			

Planning Protocols 2019-2020

Team Norms- Review the list of norms. Stay focused on the work.

Celebrations -What is working well? Share with team.

Products, Practices, & Proof- For each planning meeting, teams will either/or: a common formative assessment, data from an instructional practice, and/or students work to discuss with team. (Admin may assign focus area based on data)

- How did the students do on the standard(s) addressed?
- What instructional practice/strategies were used?
- Were their differences in the student outcomes? Take time to analyze why.

Collaborative Team Questions

As you plan, these four questions should be the focus for your work:

- What do we want students to learn? (Standard)
- How will we know they learned it? (assessment)
- What if they did not learn it? (intervention)
- What if they already know it? (extension)

Reflection Questions:

- What do we each need to do this week for our team/planning?
- What data, proof, or student work will I need for our next meeting?
- How will I celebrate success throughout the week/unit?